#### Memorandum

Date:

June 18, 2010

To:

Office of Assistant Commissioner, Inspector General

Attention: Deputy Commissioner, M. C. A. Santiago

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Commissioner

File No.:

001.9486.11626.010

Subject:

2010 COMMAND PROPERTY INSPECTION REPORT

As the Commissioner who has final approving authority for the Audit Charter and appointing authority for the Assistant Commissioner, Inspector General, I am issuing this property inspection report of the Office of the Assistant Commissioner, Inspector General in accordance with the *International Standards for the Professional Practice of Internal Auditors* issued by The Institute of Internal Audits, Section 1130.A2, and the *Principles and Standards for the Offices of Inspector General* issued by the Association of Inspectors General, Independence Section A. General Standard.

The State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. The last command inventory performed by the Office of the Assistant Commissioner, Inspector General was not located. However, the command inventory for the current year was performed at the time of this property inspection. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 6-19, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 61 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 34 items when rounded up to the next whole number (d).

Office of Assistant Commissioner, Inspector General Page 2 June 18, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	. (c)	(d)
ICU Decals	19	31.15%	9.66	10
Telecommunications	30	49.18%	15.25	16
Fleet	4	6.56%	2.03	3
Weapons	8	13.11%	4.06	5
Total	61			34

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 27 of the 34 items were located. The seven items not located had been transferred out of the command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 5 of the 5 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B, C, and D.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through my office by September 15, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of Assistant Commissioner, Inspector General Page 3 June 18, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

J. A. FARROW Commissioner

Attachments

cc: Fiscal Management Section Telecommunications Section Office of Inspections, Audits Unit

## ATTACHMENT A

# CALIFORNIA HIGHWAY PATROL OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT Assistant Commissioner, Inspector General (005)

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Laptop	139961				X		CHP 266, 3-8-10, to 040
Canopy Shelter	150644				X		CHP 266, 4-14-10, to 201
Computer	160102				X		CHP 266, 3-8-10, to 040
Cellular Telephone	R100546				X		CHP 266, 3-30-10, to 040
Mobile Repeater	R45665				x		CHP 57, 1-6-10, to 074
Hand-Held Radio	R63584				X		CHP 266, 3-9-10, to 047
Control-Head-Mobile	R97324				X		CHP 57, 1-6-10, to 074

### ATTACHMENT B

### CALIFORNIA HIGHWAY PATROL 2010 ICU PROPERTY INSPECTION REPORT

Assistant Commissioner, Inspector General (005)

	ASSET #	DESCRIPTION		SERIAL#	Y	N	A	T	C	OTHER
ROP	ERTY IN:	SPECTION LIST TO EQ	UIPMENT							SA 595
1	107365	COMPUTER DESKPRO	100	6823BVF2J010	X					
2	109774	PRINTER		USEC024485	X					
3	127505	PRINTER		USBF027575					X	OPI changed to 065 due to typographical errror
4	135369	PRINTER		USGNP47968	X					
5	139290	LAPTOP		0035500277	X					
6	139961	LAPTOP NX9600		CNF54104Q9				X		CHP 266, 3-8-10, to 040
7	144655	DVD/VCR TV 20" FLAT		BAB359063594A	X					
8	149071	PRINTER		CNRXG67714	X					
9	150644	CANOPY SHELTER						X		CHP 266, 4-14-10, to 201
10	160102	COMPUTER		2UA8161BDJ				X		CHP 266, 3-8-10, to 040
						-		-		
		1)						-		
QUII	PMENT T	O INVENTORY LIST								
1	157734	COMPUTER		2UA8060CQG	X					

### ATTACHMENT C

## CALIFORNIA HIGHWAY PATROL 2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT Assistant Commissioner, Inspector General (005)

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	ASSET#	DESCRIPTION	VEHICLE/MISC	MISC.	SERIAL#	Y	N	A	T	c	OTHER
OP	ERTY IN	SPECTION LIST TO EQU	JIPMENT								
1	R100546	Cellular Telephone		The state of the s	07616699930				X		CHP 266, 3-30-10, to 040
2	R100617	Cellular Telephone			07612896596	X					
3	R41831	Mobile Radio	3QPE039	6AVK837	9540927	X					W.
4	R43527	Mobile Radio	3QPD691	6ASH734	9541882	X					
5	R45665	Mobile Repeater	1215410		7723087				X		CHP 57. 1-6-10, to 074
6	R46823	Mobile Repeater	3QPD691	6ASH734	7733531	X					
7	R46984	Mobile Repeater	3QPE039	6AVK837	7780194	X					
8	R49523	Mobile Radio	3QPE036	6AVH327		X					
9	R63584	Hand-Held Radio	09263-SEP	RETIRE	402AWY1238				X		CHP 266, 3-9-10, to 047
10	R64552	Hand-Held Radio	10469	MM 08-084	402AWY7811	X			-		
11	R68323	Hand-Held Radio	09831	MM #08-026	402AXE8935	x					
12	R71524	Battery Charger - Radio	DUMMER			X					
13	R78426	Control Head - Mobile	3QPE039	6AVK837		X					
14	R93775	Scanner	3QPE039	6AVK837	320Z44000923	X					
15	R94039	Scanner	3QPE036	6AVH327	320Z44002999	X					
16	R97324	Control Head - Mobile	1215410						X	_	CHP 57, 1-6-10, to 074
QUI	PMENT T	O INVENTORY LIST	T							L	
1	R46826	Mobile Repeater	3QPE036	6AVH327	7733460	X			ļ	_	
2	R93926	Scanner	3QPD691	6ASH734	320Z44002806	X	-		<u> </u>	1	
3	R97658	Control Head - Mobile	3QPD691	6ASH734		X			1		

### ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
005	3QPD691	6ASH734	/ DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
005	(3QPD693	6ASP057	2 COMMISSIONER VEHICLES	2007	DOD SANT	SONT PCTURE	001
0 1	3QPE036	6AVH327	3 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
005	3QPE039	6AVK837	4 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
Page Number		ansferred - a	ttach CHP 57 form(s)				_
VERIFIED E	BY:		DATE:				
COMMANDERS	S SIGNATURE :						

#### ATTACHMENT E

## Department of California Highway Patrol Complete Area Inventory 005 - Inspector General

ATTACHMENT E

March 17, 2010

officer Issued Weapons	3			
(201) Issued to officer  ID# Last Name	First Name	Ser#	Control#	Comments
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(201) Issued to officer				
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# SUPPORTING DOCUMENTATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### CREDIT MEMO - EQUIPMENT

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Return	Repair	✓	Transfer

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FROM: (COMMAND NAME)	LOMO	EPARED	DATE	
Ofc of Asst. Commissioner, Inspector General	005	Lois Vasquez	3/8/11	
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT		
Information Management Division	040	5		
SHIPPED VIA hand-carried by V	V Kandricks	DRIVER'S SIGNATURE		
SSU truck Other (specify): ID 13381	v Ixeliurions,			

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

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139511	CNGXH01115	ea	Hewlett Packard Printer		5.40k T	
160102	2UA8161BDJ	ca	Hewlett Packard Computer w/keyboard & screen		ongo.	74 24) È -
139961	CNF54104Q9	ea	Hewlett Packard Laptop Computer NX9600		ng G	rotesi Gran
148821	L3BY548	ca	IBM Laptop Computer	ev.	arte de	
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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PAYROL
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Return Repair 7 Transfer CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076		Doan, return by:			
FROM (COMMAND NAME)	LOCATION CODE	PRCPARCD BY		DATE	
Ofe of Asst. Commissioner, Inspector General	005	Lois L. Vasque2		04/14/2010	
TO, (COMMAND NAME) LOCATION CODE		NUMBER BOXES/PIECES IN THIS SHIPMENT			
Valley Division	201	1			
SHIPPED VIA  SSU truck  Other (specify): Of the canopy	DRIVER'S SIGNATURE				
EQUIPMENT MAJOR, MINOR, SENSITIVE, COMPUTER, TELECO	MMUNICATIONS, I	erc.			
CHP NUMBER SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF	HQ USE ONLY	

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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Return	Repair						

CHP 266 (Rev. 10	-07) OPI 076			**	Loan, return by:	
FROM: (COMMAND NA	ME)	LOCATIO	N CODE	PREPARED BY		DATE
Ofc of the Asst.	Comm., Inspector General	0	05	Lois Vasquez		03/30/2010
TO: (COMMAND NAME)		LOCATIO	N CODE	NUMBER BOXES/PIECES IN THIS SHIP	PMENT	
	nagement Division	0	40	DRIVER'S SIGNATURE	1	
SHIPPED VIA	Other (specify): hand-carried by W	. l. 12.				
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EQUIPMENT MAJOR, MINOR, S	SENSITIVE, COMPUTER, TELECOM	MUNICAT	TIONS, E	TC.		
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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL CREDIT MEMO - EQUIPMENT CHP 266 (Rev. 10-07) OPI 076		⊘0 5 ☑ Return ☐ Rep ☐ Loan, return by	-04 air Transfer
FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Ofc. of Asst. Commissioner, Inspector General	005	Lois Vasquez	03/09/2010
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Telecommunications Section	047	1	
SHIPPED VIA Hand-carried by L	ois Vasquez	DRIVER'S SIGNATURE	
SSU truck Other (specify): ID A12434	ois rasquez		

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

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